



NWECP COVID-19 PROTOCOL

NWECP has the utmost concern for the health of our patients. All employees/patients will follow the underlined protocol:

1. **All patients** need to use hand sanitizer upon entry and again upon exiting the office(s). IF the office(s) run out of hand sanitizer, then patients will be required to wash their hands prior to the sessions and then again afterwards.
2. **Employees** will not be using hand sanitizer, but washing their hands thoroughly with soap and water for at least 20 seconds.
 - a. All NWECP employees will be dispensing the hand sanitizer to patients.
3. *Optical*: All optical frames are being cleaned with rubbing alcohol/alcohol after each pair has been touched or tried on by an individual. No eyeglass cleaning cloths are to be used at this time for cleaning. Signage is posted in all locations about frame use as a reminder to patients.
4. *Vision Therapy Department*: All equipment such as lenses, prisms, controllers, etc. will be cleaned with alcohol/rubbing alcohol after each use with a patient by the therapist. No eyeglass cleaning cloths are to be used at this time for cleaning.
 - a. All Therapists will wash hands before and after each patient.
 - b. The therapy reception and gym area will be cleaned with alcohol or rubbing alcohol by the VT Admin team.
5. The coffee bars will be closed until further notice.
6. All office equipment is being cleaned with either rubbing alcohol or alcohol after each use.
7. All staff that is reporting to work do **NOT** have any symptoms of: cough or fever.
8. All staff are currently avoiding handshakes and/or high-fives.
9. All current office meetings will either be done remotely or cancelled.
10. All toys & magazines will be removed temporarily from each office. This also will include the token system for reward prizes.
11. All pens used at the front desk will need to be cleaned after each patient use. CC's can be taken with a tissue to be swiped through the CC machine. Spacing increased between reception spaces.
12. All counter tops are cleaned with either Clorox/Lysol wipes/alcohol after each use.
13. All desks that include patient interaction are cleaned after each use.
14. The offices have a schedule of cleaning all door knobs, arm rests and counter tops if not done at each encounter. Each department has a sign off sheet for whom has cleaned the items and when.

Lastly, for the utmost safety for our staff and patients, if you are not feeling well, please reschedule your appointment or request to be added to our call list for a future appointment. There is also grace and flexibility being extended for clinic appointments or therapy sessions.

Thank you, NWECP Management and staff